

Panasonic

Operation Guide

MODEL NUMBER
KX-T3155A

Thank you for purchasing the Panasonic 2-Line Telephone.

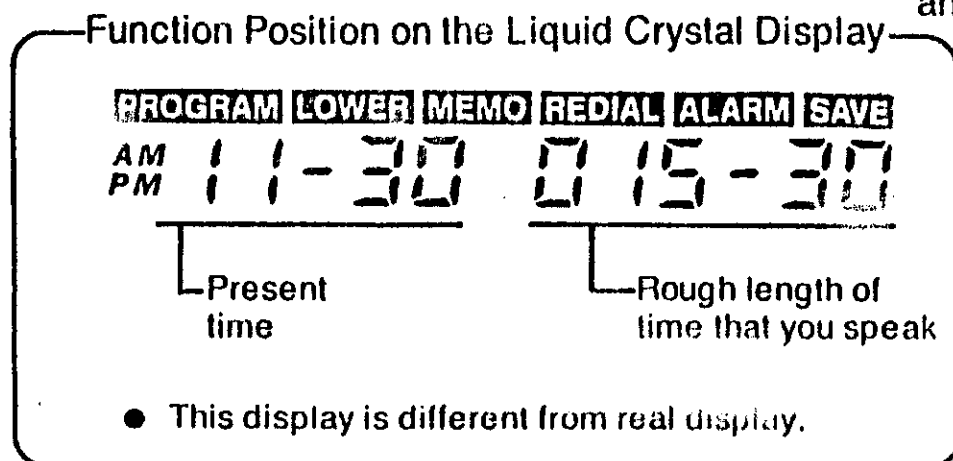
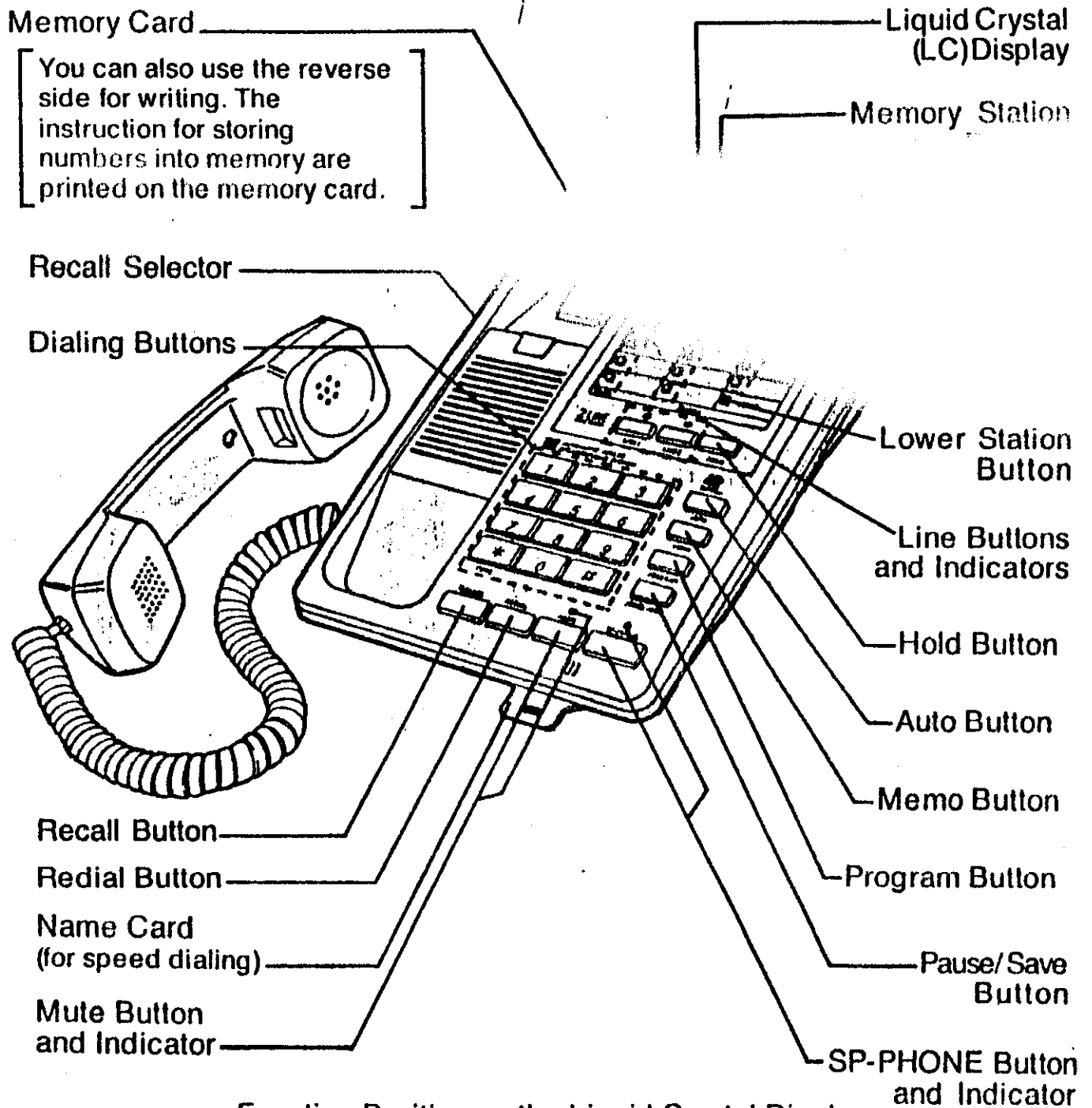
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AC Adaptor	Back Cover

Enclosures

Telephone line cords	Two	AA size batteries	Three
Handset	One	Screws	Two
Handset cord	One	Washers	Two

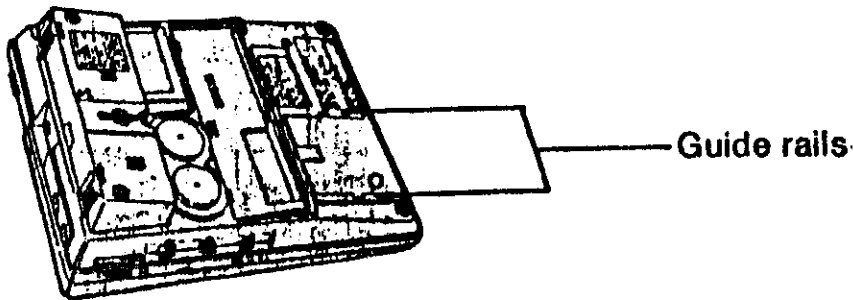
Location of Controls



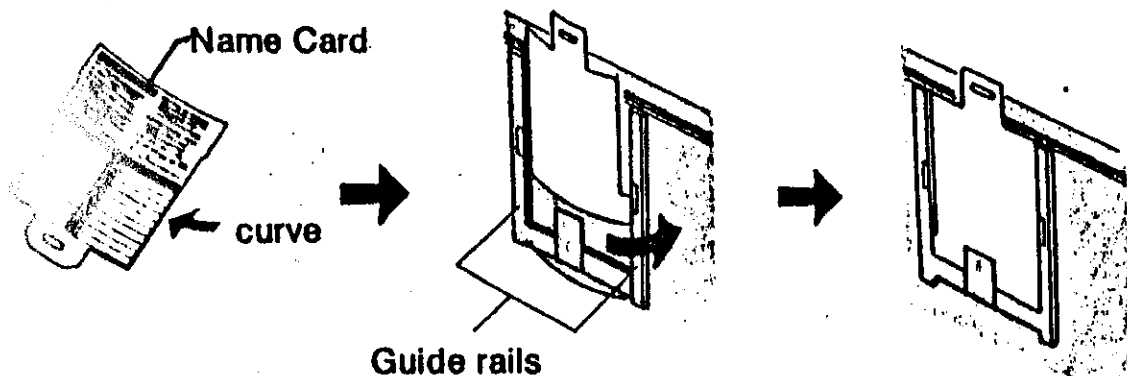
Preparation

① To place the Speed Dialer Name Card onto the unit.

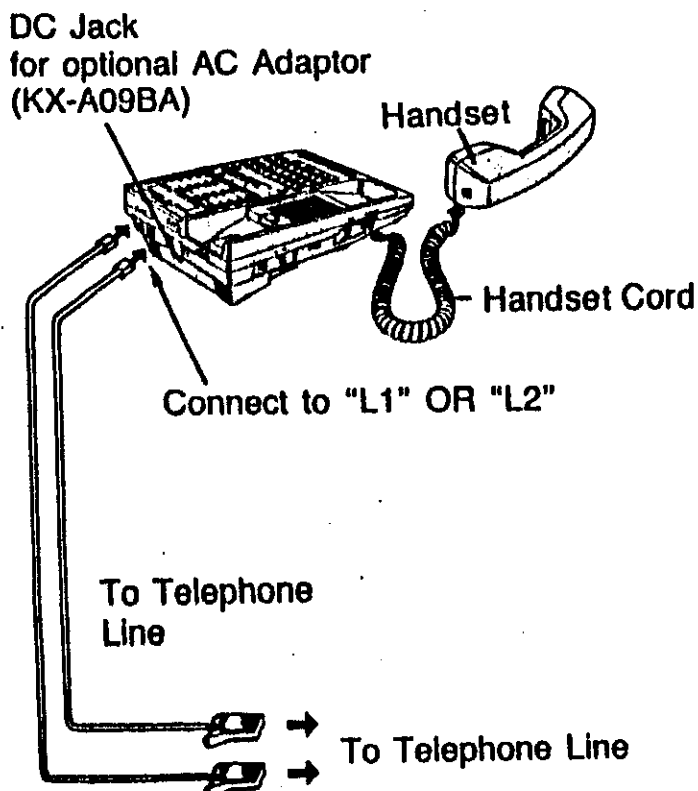
1 Turn the unit over as shown.



2 Place the Name Card into the guide rails facing the bottom of the unit while curving the card a little as shown.



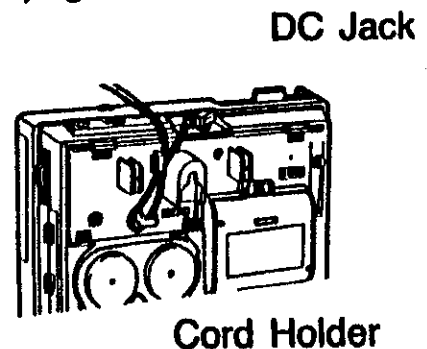
② Connect as shown.



■ When you use an optional AC Adaptor;

Fasten the cord to the holder as shown.

- Remove the attaching stand. See page 22.



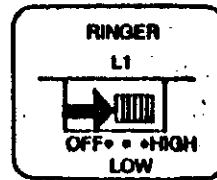
If your speakerphone volume is abnormally low, the optional AC adaptor KX-A09BA will improve the volume level.

③ **Ringer Volume Selector; Set to "HIGH".**

LOW: The ringing sound will be low.

OFF: The telephone will not ring.

- Select each line.

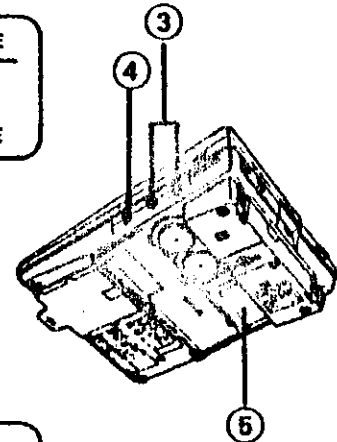
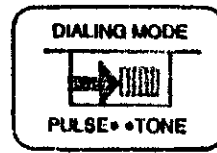


④ **Dialing Mode Selector: Set to "TONE".**

If dialing cannot be done, set to "PULSE".

- Confirm use of each line.

Pulse-or-tone dialing capability.

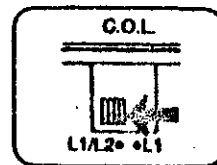


⑤ **Insert the batteries (Included).**

For further details, see page 21.

⑥ **C.O.L. Selector; Set to "L1/L2".**

For further details, see page 19.

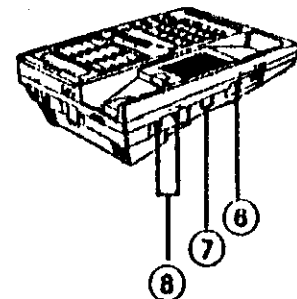


⑦ **Recall Selector: Set to "E RE" or "T BR".**

(depending on PBX type)

E RE ... for PBX earth recall facility.

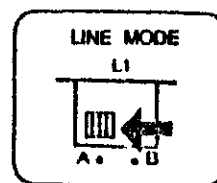
T BR ... for PBX timed break register recall facility.



⑧ **Line Mode Selectors; Set to "A".**

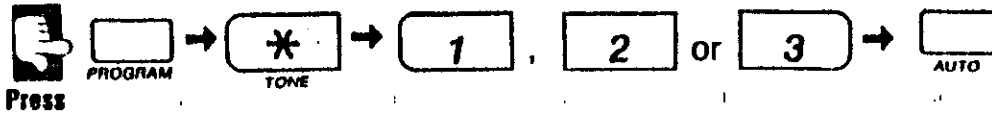
- Select each line.

For further details, see page 19.



Preparation (cont.)

⑨ Select the Display's contrast.



Choose the best display intensity.

① : Low Intensity

② : Middle Intensity

③ : High Intensity

- Press the Program Button until a beep is heard.
The Display will show " ----- ".

⑩ Adjust the time.

The Display will blink when first powered on.

For further details, see page 16.

AM 12-00

Please replace all the batteries every 8 months, or misoperation may occur.

Do not use rechargeable (nickel-cadmium) batteries.
They are partially different in shape and performance and may fail to ensure the function thus may damage the unit.

If the batteries are not installed, programming and speakerphone (hands-free) operation will not function.

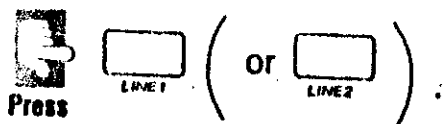
Manual Dialing and Receiving

Make sure the Conference button is released.

When the unit is unused, the Liquid Crystal Display will show the present time only.

Dialing

- 1 Select the line.



- 2 Lift the handset 

- The Line Indicator will light red.




Phone No.

- The Display will show the phone number in order of pressing the Dialing button.

- 4 When the other party answers, start talking.

- The Display will show the present time and the length of time that you speak.

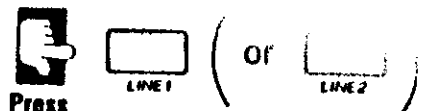
- 5 When you finish, hang up the 

- If you can not dial in the tone mode, switch the Dialing Mode Selector to the "PULSE" mode. See "Set to TONE" on page 4.

Receiving Calls

- 1 Select the line.

(The red Indicator lights quickly.)



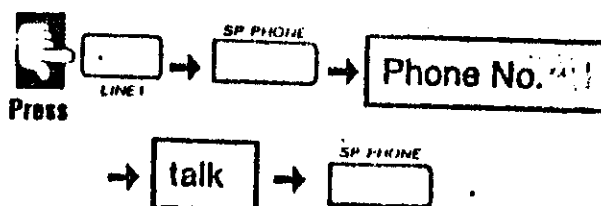
- 2 Lift the  and talk.

- The Display will show the present time and the length of time that you speak.

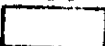
Hands-free

For hands-free operation, press the **SP-PHONE** button instead of the handset.

Example:



- If the batteries are not installed, hands-free operation will not function.

If the Mute Indicator lights when speaking, press the  button.

Redialing

If the number dialed is busy,



- The Display will show " **REDIAL** " and the redialed number. Also it will show the present time and the length of time that you speak.
- Depressing the Redial button enables you to redial once.

LINE INDICATOR:


- Off Line is free
- Flashing red Incoming call arriving
- Red on Line in use
- Green on Call is on hold

Hold

To Place a Call on Hold

Example:
Call in progress. Line 1



- The Line 1 Indicator will light green.
- Line 1 is now on hold.
- You may hang up the .

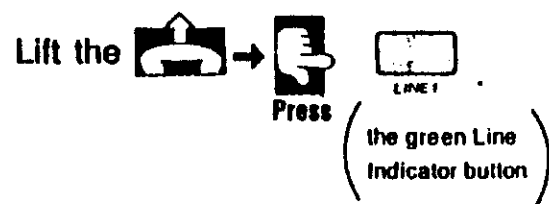
To Release Hold

Example:
Call is on hold Line 1

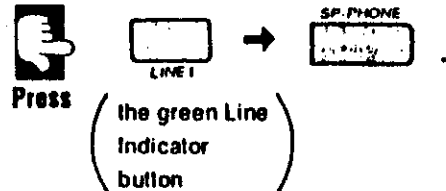
1 ■ If the handset is off-hook



■ If the handset is on the cradle




● In the hands-free mode;



2 Start talking.

Connecting Another Telephone in Parallel

To release a hold using another telephone connected on the same line:

Lift the  of the other telephone.

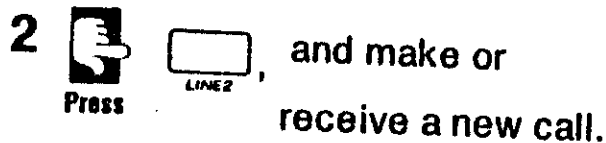
To Place a Call on Hold, and Make or Receive Another Call

Example:

Call in progress Line 1
New call Line 2



- Line 1 is now on hold.



3 When the call is finished on Line 2,



- The new call is terminated and the call on hold is returned into the conversation.

4 To terminate the call, hang up.

To Place Present Call on Hold and Talk to the Second Caller

Example:

Call is on hold Line 1
New call is in progress Line 2



- Line 2 is now on
- Line 1 is still on

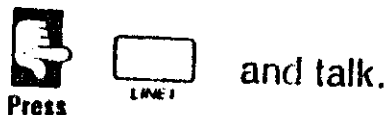


- Line 1 is returned into the conversation.
- Line 2 is still on hold.

To Terminate the New Call and Return to the Call on Hold

Example:

Call is on hold Line 1
New call is in progress Line 2



Automatic Dialing

Speed Dialing (20 memory stations):


There are 20 memory stations (for Speed Dialing), each station is capable of storing 16 digits. Each memory station can be accessed by dialing two digits on the dial pad.

One-Touch Dialing (28 memory stations):

There are 14 memory stations (for One Touch Dialing), each memory station button consists of two functions, they are upper and lower memory locations. Each location (Upper+Lower) is capable of storing 16 digits each.

Storing Phone Numbers

Be sure the handset is on the cradle, the SP-PHONE button is off and the batteries are installed (See page 21.)

- 1  Press  until a beep is heard.

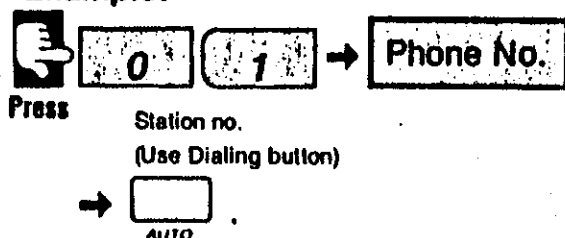
- The Display will show "-----".

- 2 Storing phone number.

Speed Dialing

For each station No., dial 2 digits.

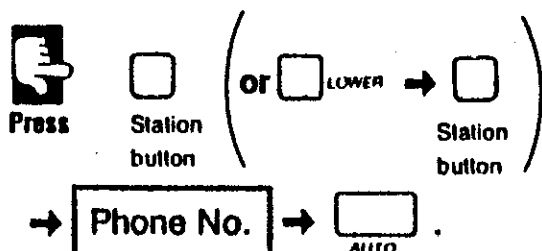
Example:



- Phone numbers can be stored into memory stations 01 to 20 following the above procedure.

One-Touch Dialing

Press the Memory Station button instead of the dialing buttons and repeat the above procedure.

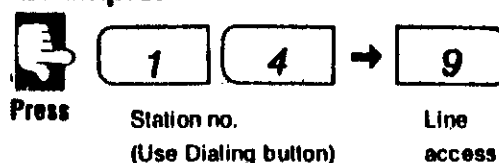


- Press the Lower button first for storing the number in the lower memory station.

Behind PBX

If your extension is placed behind PBX system, enter the Line Access No. to gain access to an outside line.

Example:



- The Display will show "SP" and the phone number.

Or, you may use the Memory Station button instead of the Speed dialing number.

- 3 After storing all the numbers,



- The Display will show the present time.



- Before storing numbers, confirm that each telephone line is set to the correct dialing mode.

- To change a stored number: Follow the procedure of the "Storing Phone Numbers".

Storing and Dialing

Correcting an Error while storing

If you notice an error before pressing the Auto Button:

- 1  **Press** .
 - The new entry is cleared and the previous storage remains untouched.



- 2 Repeat steps 2 of "Storing Phone Numbers" on page 9.



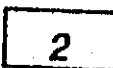

- If you pressed incorrect station number (0 1 to 2 0) for speed dialing, press the Program button and repeat steps 1 and 2 of "Storing Phone Numbers" on page 9.

Erasing a Stored Number

Be sure the handset is on the cradle and the SP-PHONE button is off.

Example:
To erase the number in memory station 2:

- 1  **Press**  until a beep is heard.

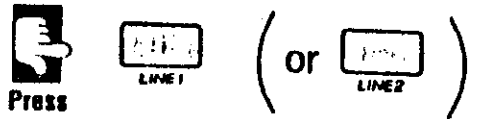
- 2  **Press**   → .

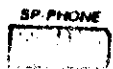
Station no.
(Use Dialing button.)

- 3  **Press** .

Dialing

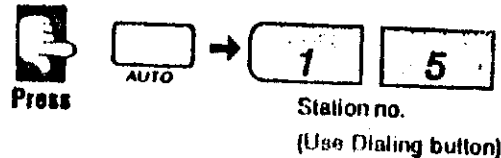
- 1 Select the line.



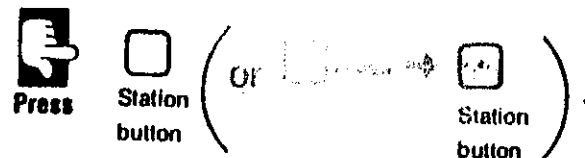
- 2 Lift the  or
In hands-free mode;  **Press** .

- 3 Dialing



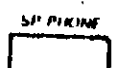
■ Speed dialing



■ One-Touch Dialing



- Press the Lower button first for dialing the number in the lower memory station.

- 4 When you finish your conversation, hang up the  or
In hands-free mode;  **Press** .

- Even while storing, you may receive a call by simply lifting the handset. Programming is then cancelled and reprogramming the station must be done.

Storing and Dialing (cont.)



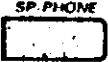


Saved Number Redial

The last dialed number can be stored into the Save button before hanging up (e.g. ...during a conversation).

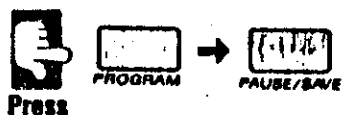
This number will be saved until another number is stored again, and can be redialed any time by pressing the Save button.

- This function is useful to store the phone number which you wish to redial after dialing another number.



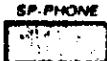


■ Storing

- 1 Lift the  .
or
In hands-free mode;
  .
Press
- 2   to dial.
Press

- 3 When the called line is busy or while having a conversation,



■ Dialing

- 1 Lift the  .
or
In hands-free mode;
  .
Press
- 2   .
Press

- The phone number will be saved up to 16 digits.






Storing during a Conversation (Memo Dial)

While having a conversation, another telephone number can be stored into the Memo button.



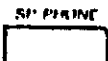


So you can dial this number by pressing the Memo button any time you like.

- This function is useful to store a telephone number, which is given to you by the other party.

■ Storing

- 1 While having a conversation,
  .
Press
- 2   →  .
Press

■ Dialing

- 1 Lift the  .
or
In hands-free mode;
  .
Press
- 2   .
Press

- If you store the new number into the Memo button, the previously stored number will be erased.

- The phone number will be stored up to 16 digits:

Storing and Dialing (cont.)



Memory Transfer





Example: To store into the upper station.

Ensure the handset is on the cradle, and the SP-PHONE button is off.

Storing the Last Dialed Number (Redial Memory Transfer)

The last number manually dialed can be stored into a memory station.

  until a beep is heard.



  →  → .





- The Display will show the redialed number.

 .

Storing the Memo Dialed Number (Memo Dial Transfer)

The Memo dial number can be stored into a memory station.

1   until a beep is heard.

2   →  → .

- The Display will show the Memo dial number.

3  .

Up to 30 digits will be dialed when using the redial function.
When storing the last dialed number or memo dial number into memory, the maximum amount of digits can not exceed 16 digits.

Storing and Dialing (cont)

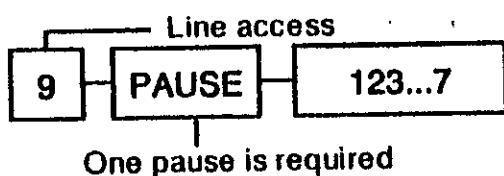
Pause Usage

The Pause button function is needed for line access or a computer tone.

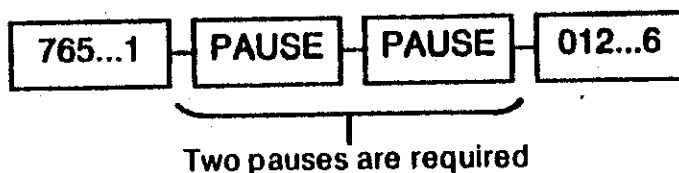
If you press the Pause button, you can dial the phone number without waiting for the line access or computer tone.

- A pause is needed in manual dialing for the purpose of redialing.

To wait for a dial tone



To wait for a computer tone

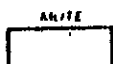


Mute Operation


Use when you do not want your voice to be heard by the other party.

- 1  
Press

- The Mute Indicator will light.

- 2 To resume the conversation, press the  again.

Tone Button Usage

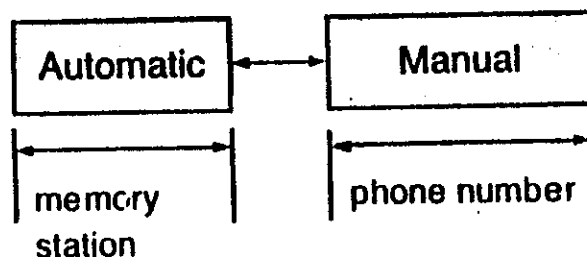
While dialing if you want to change from the pulse mode to the tone mode, the Tone () button can be used instead of changing the Dialing Mode selector.

When you hang up, the dialing mode will be automatically returned to pulse mode.

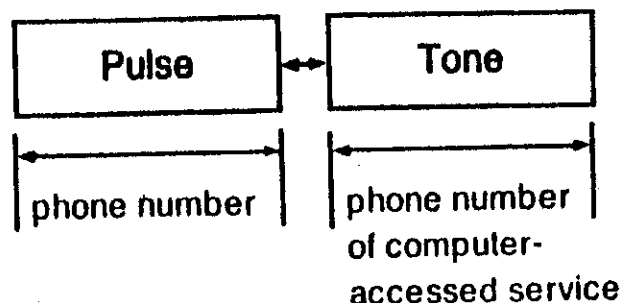
Combination Dialing

Any combination of dialing methods can be done.

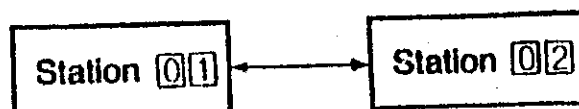
- Automatic and Manual Dialing
Example:



- Pulse and Tone Dialing
Example:



- Plural Memory Stations
Example:



Hands-free

Switching to Hands-free or Handset during a Conversation

You may choose to use the handset or hands-free.

Hands-free → Handset

Switch to

Lift the .

- The SP-PHONE Indicator light goes out.

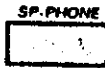
Handset → Hands-free

Switch to


1



Press



- The SP-PHONE Indicator lights.

2 Hang up the .

- If you hang up the handset before pressing the SP-PHONE button, the conversation will be shut off.

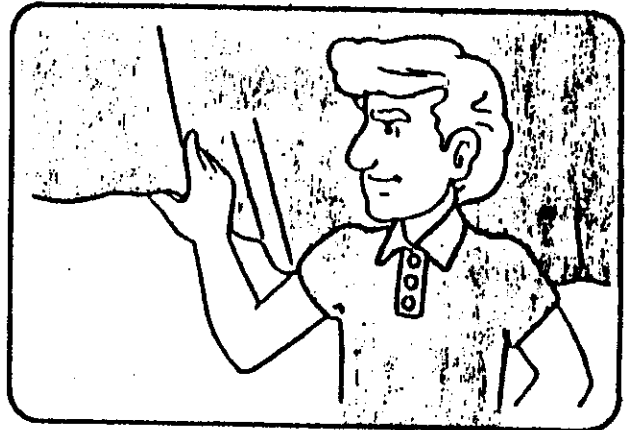
Helpful Hints for Hands-free

- If the other party finds it difficult to hear your voice:

Lower the sound level using the Volume Control or speak louder.

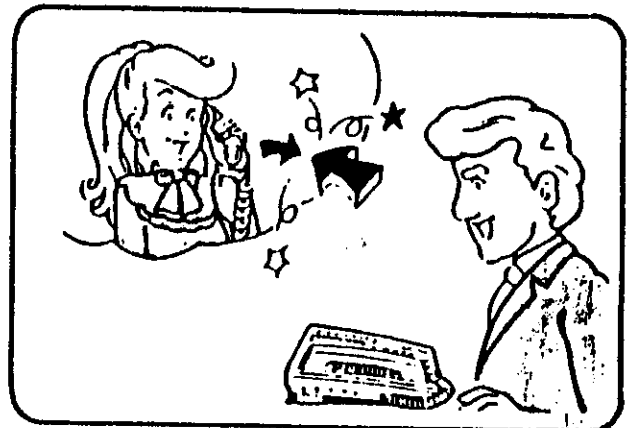
- Absorbing echoes:

Use in a room that has curtains or carpeting.



- Note:

If you and the caller speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.



Use of Secret and Hyphen Button Features

You may store secret phone numbers and Hyphens.

The secret phone numbers will not be seen on the Display when dialing.

Example:

Phone number 123-4567 into the upper station and 4567 is the secret number.






Storage

Be sure the handset is on the cradle and the SP-PHONE button is off.

1   until a beep is heard.



- The Display will show

"  ".


2   →   

→  → 

→    

→  → 

- The Display will show " 123-[4567] ".

- If a hyphen is not required, do not press the  button at step 2. The Display will show " 123[4567] ".

3  

- Pressing the HYPHEN button once counts as 1 digit.
- Pressing the SECRET button once counts as 1 digit.

Automatic Dialing

1 Lift the 

or  
Press

2  
Press

- The Display will show " 123-[0000] ".

The last four digits will not be shown.

- If you did not store a hyphen, the Display will show " 123[0000] ".


Adjusting Time

Be sure the handset is on the cradle and the SP-PHONE button is off.

To Adjust

■ Example: To adjust the Display to 1:58 PM

1 When first powered on, "12-00" will blink on the Display.

2  until a beep is heard.


- The Display will show "PROGRAM" with a dashed line below it.

3  Press

- The Display will show "PROGRAM" with "AM-00" below it.


4 Select "AM" or "PM".

To select the "PM",

 Press to alternate between "AM" and "PM".


- The Display will show "PROGRAM" with "PM-00" below it.

5 Adjust the time using the dialing buttons.

 Press 1 → 5 → 8

- The Display will show "PROGRAM" with "PM 01-58" below it.

6 After adjusting the time,

 Press within 60 seconds

from pressing the last button.


- The Display will show "PM 1-58".
- The "AUTO" button must be pressed according to the time signal to set the seconds.

Correcting an Error while Adjusting

If an error is found during adjustment, press the Dialing button from the beginning of the 4-digits to correct the time.

Example:

Time on the Display is 10:49 AM but the correct time is 6:30 AM.

 Press 0 → 6 → 3 → 0

- The Display will show "PROGRAM" with "AM-30" below it.

■ If your adjusted time is not valid (Ex. 19-65);

When you press the "AUTO" button, the mode will stay in the Program mode.

- The Display will show "PROGRAM" with a dashed line below it.

Repeat steps 3 to 6 on the left side.

The accuracy of the clock will be approximately ± 45 seconds a month at 0°C to 40°C of room temperature.



Setting Alarm


An Alarm sound will be heard at the time programmed.

This function is useful to keep the appointment.


If you set the "Alarm" function, the unit will inform you of the reserved time with an alarm sound every day.

Example: To set the Display to 11:00 AM.

- 1   until a beep is heard.

- The Display will show "  ".

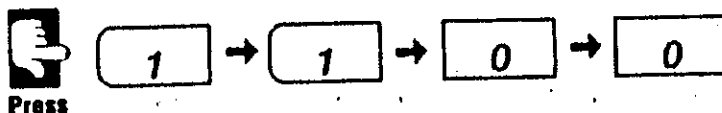
- 2  .

- The Display will show the previously set time.
- If the Alarm time has not been entered, the Display will show "  ".

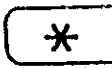
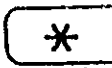
- To change alternately between "AM" and "PM",  .



- 3 Set the time using the dialing buttons.



- The Display will show "  ".

- 4 Select the "ALARM" on or off by pressing the   button.

- ALARM ON : The Display will show **ALARM**.
- ALARM OFF : The Display will not show an Alarm mode.

- 5 After setting the time, press the   button within 60 seconds from pressing the last button.

- The Display will show the present time and " **ALARM** ".

■ The Alarm Sound will be heard during 1 minute.

■ If you want to stop the Alarm Sound within 1 minute, press the "MUTE" button.

■ If your setting time is not valid (Ex. 11-80);

When you press the "AUTO" button, the mode will stay in the "PROGRAM" mode.

Repeat steps 2 to 5 above.

■ To cancel Alarm mode:

Repeat steps 1, 2, 4 and 5 above.

ALARM will go out.

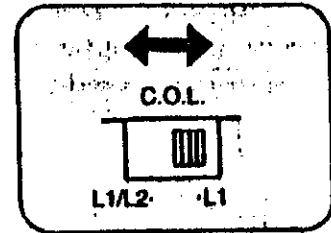
Liquid Crystal Display

DISPLAY TYPE	WHEN THE DISPLAY SHOWS
" -- 12-00 " is flashing.	If you did not adjust the time.
AM 11-30	When the unit is not in use. ● " -- 11-30 " indicates the present time.
PROGRAM AM 00-00	When you press <input type="button" value="PROGRAM"/> and <input type="button" value="REDIAL"/> .
PM 9-22 015-30	While you are in conversation. ● " 015-30 " indicates that the length of time that you have spoken is about 15 minutes 30 seconds.
PROGRAM -----	When you press <input type="button" value="PROGRAM"/> .
LOWER	When you press <input type="button" value="LOWER"/> .
MEMO	When you store or dial a phone number using the Memo Dial feature.
REDIAL	When you redial a phone number using the redial feature.
ALARM	While in the alarm mode.
SAVE	When you redial a phone number using the Saved Number Redial feature.
*	When you press <input type="button" value="*"/> except for the clock adjusting mode.
#	When you press <input type="button" value="#"/> except for the clock adjusting mode.
AM	When you press <input type="button" value="#"/> during displaying "PM" while in the clock adjusting mode.
PM	When you press <input type="button" value="#"/> during displaying "AM" while in the clock adjusting mode.
F	When you press <input type="button" value="FLASH"/> during programming. (TBR only)
P	When you press <input type="button" value="PULSE/PAUSE"/> .
[0000]	When you dial a secret phone number.

Selection of Central Office Line (C.O.L) Selector

■ When you use as 2-Line telephone;

- Connect one line to "L1" and the other line to "L2".



■ When you use as single line telephone;

Connect to "L1" and set the Selector to "L1".

Otherwise the Line Indicator on line 2 will stay lit continuously and consume battery power.

Selection of Line Mode Selectors

■ Usually-"A" position

"B" position is for PBX system (Low Volt).

- If the line indicator remains on when you connect the unit to the telephone line and place the handset in the cradle (on-hook condition), switch the selector to "B" from "A".

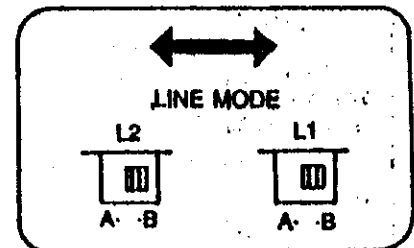
- If the line indicator does not light when lifting the handset of another telephone connected on the same line, confirm whether the selector is set to "A" or not. If it is set to "B", switch to "A".

- Select the proper position on each line.

- When using two telephone lines, avoid combining a normal telephone line and a low voltage line such as a PBX system.

Example;

- Connection to two normal telephone lines is O.K.
- Connection to two low voltage lines such as a PBX system is O.K.
- Connect one line to a normal telephone line and the other line to a low voltage line such as a PBX system should be avoided.



Troubleshooting Guide

Problem

The unit does not ring.

The caller suddenly cannot hear my voice during conversation.

The Line Indicator does not light.

When connecting to a telephone line, the line Indicator does not light in spite of lifting the handset of another telephone connected on the same line.

Redialing operation does not function.

The LC Display does not show **PROGRAM** when the Program button is pushed.
(Program operation does not function.)

The unit does not keep stored memory.

Hands-free operation does not function after pushing the SP-PHONE button.

Cause & Remedy

Ringer Volume Selectors are set to "OFF". Set to "HIGH" or "LOW".

Look at the Mute Indicator. If it lights, push the Mute button to resume the conversation.

- Batteries have become weak. Replace all the batteries.
- Selection of C.O.L. Selector or Line Mode Selectors is wrong. See "Selection of C.O.L. Selector" or "Selection of Line Mode Selectors" on page 19.

Selection of C.O.L. Selector or Line Mode Selectors is wrong.
See "Selection of C.O.L. Selector" or "Selection of Line Mode Selectors" on page 19.

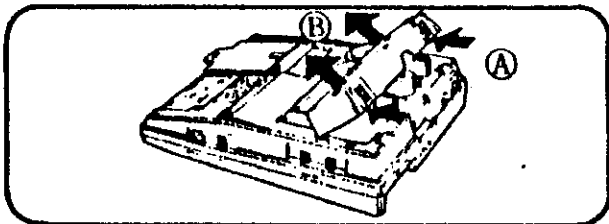
Batteries have become weak.
Replace all the batteries.

Battery installation

- The AA size batteries are used as a power source for retaining telephone numbers, for powering the line indicators, and showing display on the Liquid Crystal Display.
- After the installation of the batteries, it is required to connect the unit to telephone lines, otherwise the indicators are lit and cause the battery to discharge.

To Install the batteries

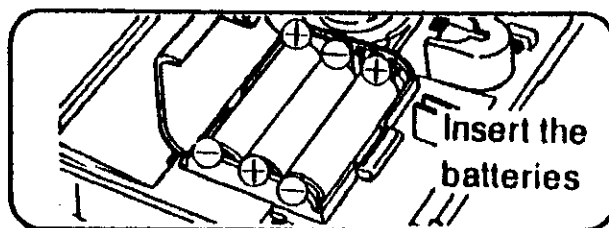
1. Remove the attaching stand by pulling in the direction of the arrow ③ while pushing the two snap tabs simultaneously in the direction of the arrow ①, as shown.



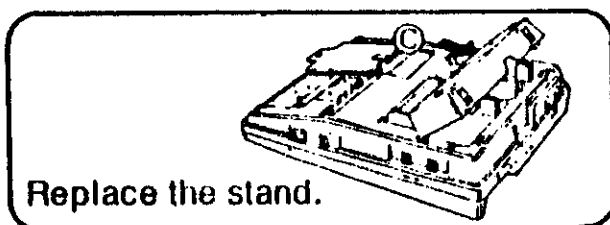
2.



3. Insert the three AA size batteries in the proper order as indicated, observing the correct polarity.



4. Insert the hook of the attaching stand into the hole of the unit then replace the stand by pressing it in the direction of the arrow ②, as shown.

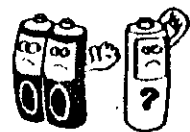


- Replace all the batteries every 8 months, or misoperation may occur and Liquid Crystal Display may not show anything.
- To prevent loss of the stored telephone numbers, replace the batteries within 10 minutes after removing the old ones.
- Disconnect the telephone cord before replacing the batteries.
- Do not use rechargeable (nickel-cadmium) batteries. They are partially different in shape and performance may and fail to ensure proper function operation and may damage the unit.

Battery Precautions

The batteries should be used correctly, otherwise, the unit may be damaged due to battery leakage.

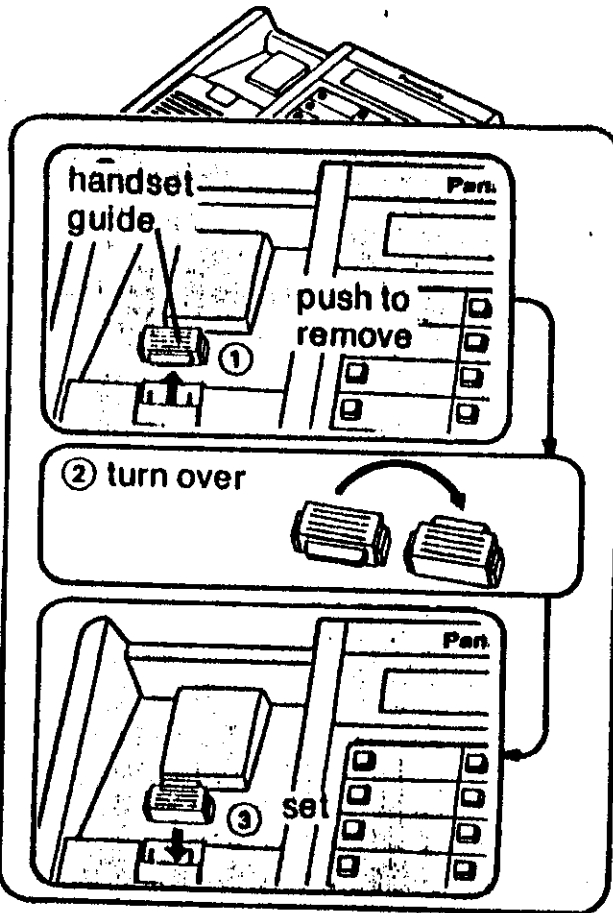
- Do not mix different types of batteries.
- Do not charge, short-circuit, disassemble, heat or dispose in fire.
- Remove all batteries when replacing.



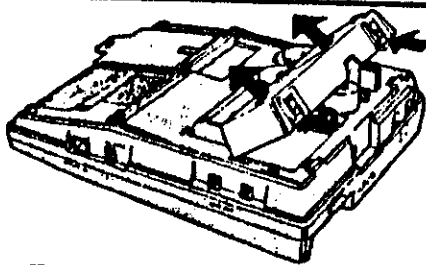
Wall Mounting

This unit can be mounted on a wall phone plate. If you do not have a modular wall plate installed, we recommend that you consult with your telephone company or installer to have one.

1. Turn over the handset guide.

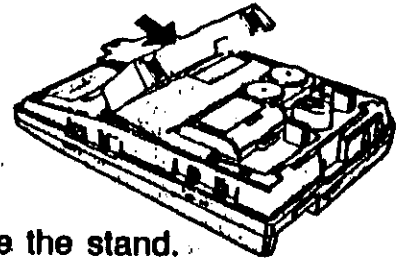


- 2.



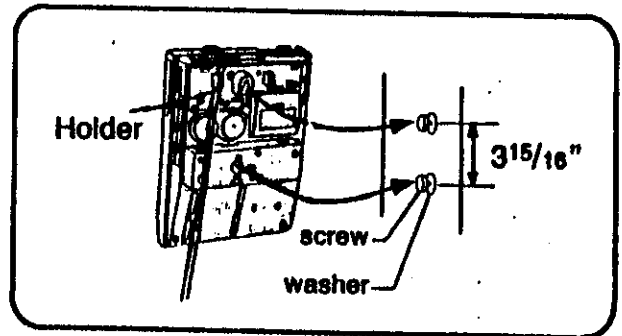
Remove the attaching stand.

- 3.

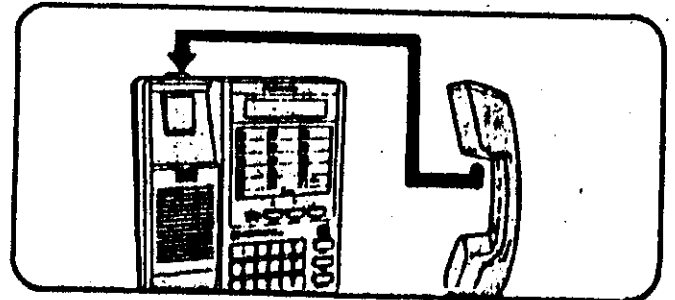


Replace the stand.

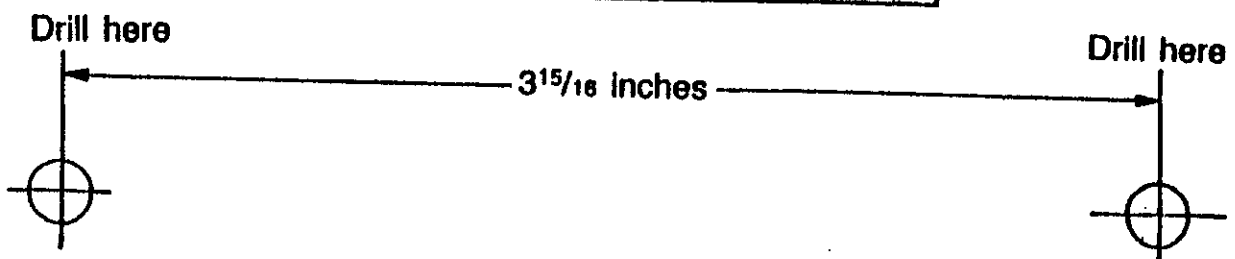
4. Mount the unit on the wall phone plate.



To temporarily place the handset down during a conversation, hook as shown.



Wall Template



- If there is any trouble, disconnect the unit from the telephone line and connect a known working phone. If the known working phone operates properly, have it repaired by one of the specified Panasonic Factory Service Centers. If the known working telephone does not operate properly, consult with a telephone company.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps and motors.
- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.
- Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.

WARNING:

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

USERS ARE ADVISED TO IMMEDIATELY DISCONNECT THE EQUIPMENT SHOULD IT EVER SUFFER PHYSICAL DAMAGE WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE IN NORMAL USE.

IN THIS INSTANCE USERS SHOULD HAVE THE EQUIPMENT REPAIRED OR DISPOSED OF.

AC Adaptor

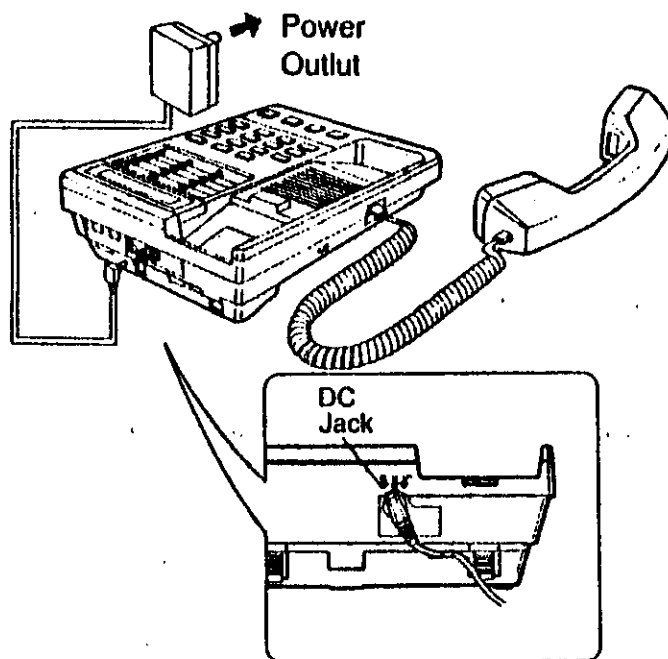
KX-T3155A can receive its operating power from the telephone line or from the optional AC Adaptor (KX-A 09BA)

■ Optional AC Adaptor (KX-A 09BA)

If the incoming and outgoing voice levels are low or the SP-PHONE indicator does not light when you use the unit as a speakerphone, use the optional AC Adaptor (KX-A 09BA.)

- This apparatus is intended for use when supplied with power from the AC Adaptor type number KX-A 09BA.

Optional AC Adaptor
Panasonic KX-A 09BA



When the optional AC Adaptor is used, the battery life may be extended.

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